DOCUMENT RESUME

ED 192 775 IR 008 854

TITLE Elements to be Incorporated in Library Network Legislation.
INSTITUTION New Jersey State Library, Trenton.
PUB DATE 4 Jun 80
NOTE 21p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Library Circulation; Library Cooperation; *Library Networks; State Aid; *State Legislation; *State Libraries; Statewide Planning

ABSTRACT

Drafted by the New Jersey State Library, this legislative proposal presents detailed provisions for the governance and support of a state library network. It creates a hierarchical networking structure to include libraries of all types, defines services and programs to be administered, and establishes administrative and funding mechanisms. Additional proposed legislation is outlined which reflects the concerns of county libraries, public libraries, and regional film centers, and includes the establishment of a statewide reciprocal borrowing program. (RAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED192775

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ELEMENTS TO BE INCORPORATED IN LIBRARY NETWORK LEGISLATION

New Jery State Library

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Carol J. DuBois

N.J. State Library

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008854

1. ELEMENTS TO BE INCORPORATED IN

LIBRARY NETWORK LEGISLATION

June 4, 1980

1. Title; Introduction; Purpose.

a. This act shall be known and shall be cited as the New Jersey Library Network Development Act.

b. The State Librarian, as Assistant Commissioner of Education and, therefore, as the designated representative of the Commissioner of Education of the State of New Jersey for libraries and library services as provided in NJSA 18A: 14-34 and NJSA 18A: 73-32 is hereby authorized to promote, establish, coordinate, supervise and administer State funds to support the development of a statewide, multitype library network under the purposes and provisions of this act.

c. It shall be the purposes of this act to provide to every resident of New Jersey full and equal access to the collective library resources of the State, wherever they may exist, by developing a cooperative, coordinated, multitype network of libraries and library-related agencies which facilitates identification, location, and use of print and non-print materials, and of modern information and other library services meeting minimum standards promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History.

2. Definitions.

a. "Academic library" means any library within a publicly or privately supported institution of higher education.

b. "Institutional library" means any library within a publicly or privately supported institution carrying out a health, welfare or correctional program.

c. "Lay representative" means a New Jersey resident who is not a librarian or school media specialist and is not in the employ of any New Jersey library or library-related agency defined in this section. Members of library boards of trustees shall be considered lay representatives.

d. "Library region" means a multi-county area of contiguous municipalities designated by the State Librarian as the geographic area to be served by a regional library cooperative.

e. "Library-related agency" means any county audivisual aid commission established under NJSA 18A: 51, educational improvement center established under NJSA 18A: 6-95, or any other non-profit organization engaged in the provision of cooperative library services.

f. "Local library cooperative" means a group of libraries and library-related agencies so designated by the State Librarian and organized as a non-profit organization for the provision of cooperative and reciprocal library services among themselves on behalf of their collective patrons. Member libraries of local library cooperatives are eligible for individual membership in regional library cooperatives.

g. "Multitype library network" means a group of libraries of more than one type (e.g., public, school, academic, institutional and special) whose cooperative activities are specified in a plan approved by the State Librarian.

h. "Public library" means any municipal, county, association or joint library, or any library federation, which receives direct public funding.

i. "Regional contract library" means a library or library-related agency so designated by a regional library cooperative with which the cooperative contracts for the purpose of providing regional library services as specified in Section 16 of this act.

j. "Regional library cooperative" means a non-profit organization representing such public, school, academic, institutional, and special libraries and library-related agencies as choose to become members of the regional library cooperative and agree to receive and/or provide such library services on behalf of the residents of a library region as are agreed upon and specified in the five-year plan for library network development and annual operating budget of the regional library cooperative.

k. "School library" means any library/media center within any publicly or privately supported elementary or secondary school, or post-secondary vocational or technical shcool.

l. "Special library" means a library within a business, industry, association, or government agency which provides that organization with information, library materials, and technical bibliographic and research services.

m. "State contract library" means a library or library-related agency so designated by the State Librarian with which the State contracts for the purpose of providing statewide library services as specified in Section 16 of this act.

3. Designation of Library Regions.

The State Librarian shall, with the advice of the Advisory Council of the Division of the State Library, Archives and History and the approval of the State Board of Education, designate by regulation no more than seven library regions within the State on the basis of:

a. population

b. number and types of libraries and library-related agencies

c. marketing and transportation patterns, and

d. other considerations as are necessary for the purposes of this act.

4. Appointment of an interim planning committee.

For each library region, the State Librarian shall appoint an interim planning committee whose members shall be composed of a minimum of seven librarians and two lay representatives from within the region. The librarians shall represent, insofar as possible:

a. all area libraries[1/] within the region

b. a public library which is not an area library

c. a four-year college or university library

d. a two-year community or junior college library

e. a school library/media center

f. an institutional library, and

g. a special library.

The membership of the interim planning committee shall act on behalf of a library region to organize and establish a regional library cooperative until such regional library cooperative is incorporated and designated in accordance with Section 3 of this act, or until the committee is dismissed.

5. Duties of an interim planning committee.

The duties of an interim planning committee shall be to:

a. apply for a planning grant as provided in Section 7

b. identify all libraries and library-related agencies eligible to be members of a regional library cooperative

c. hold informational meetings

d. distribute and receive applications for membership

e. draft by-laws for the future regional library cooperative and convene prospective members to discuss and amend such by-laws

f. confirm memberships

g. prepare papers of incorporation

h. carry out any other duties that may be necessary to act on behalf of the library region in accordance with regulations and procedures promulgated by the State Board of Education with the advice of the Advisory Council of the State Library, Archives and History.

1/ See NJSA 18A: 74-2 for definition of "area library"

In carrying out its duties, the interim planning committee shall be assisted by the State Library whenever necessary.

6. Membership in a Regional Library Cooperative.

All public, school, academic, institutional and special libraries and library-related agencies shall be eligible for membership in the regional library cooperative of their respective library regions, and the members shall organize, incorporate, receive funds, and conduct business in accordance with regulations promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History. Initial membership in the regional library cooperative shall be for a term of five (5) years.

7. Planning Grants.

Upon approval by the State Librarian of a planning grant proposal and budget submitted by the interim planning committee, and pending incorporation of the regional library cooperative, the Commissioner of Education, with the approval of the State Board of Education, shall allocate such sums as are necessary to organize and establish a regional library cooperative. Such planning grants shall be subject to regulation as promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History, and any balance thereof existing at the time of incorporation of the regional library cooperative shall be counted within the computation of the establishment grant for the first year of operation as a duly incorporated library cooperative.

8. Designation of a Regional Library Cooperative.

Upon completion of the duties of the interim planning committee as provided in Section 5 of this act, a group of libraries and library-related agencies may incorporate and shall apply for designation by the State Librarian as a regional library cooperative for the purposes of this act.

9. Establishment Grants.

Each duly incorporated regional library cooperative shall be eligible for a one-year establishment grant to underwrite its operational and developmental costs for determining its initial five-year plan for library network development and its annual operating budget. Upon approval by the State Librarian of an establishment grant proposal and budget submitted by the regional library cooperative, the Commissioner of Education, with the approval of the State Board of Education, shall allocate such sums as are necessary for the first year of operation of the cooperative, and such establishment grants shall be subject to regulation as promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History. Establishment grants shall be non-renewable and any balance thereof existing at the time the five-year plan for library network development and annual operating budget is approved by the State Librarian, shall be counted within the computation of the first allocation to the regional library cooperative to carry out the purposes of this act.

10. Governance and Administration of a Regional Library Cooperative.

The governance and administration of a regional library cooperative shall be organized and conducted as provided for in Sections 11, 12, 13, and 14 of this act, pursuant to regulations and procedures that may be promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History and consistent with the purposes of this act.

11. Regional Library Council.

A regional library council shall be composed of a representative of each public, academic, institutional and special library, each school district, and each library-related agency choosing to join the regional library cooperative in accordance with regulations promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History. The duties of the regional library council shall be to:

a. adopt and amend by-laws in accordance with regulations

b. elect an executive board at which time provisional officers selected by the interim planning committee shall be dismissed or made officers of the executive board

c. amend and approve a five-year plan for library network development and annual operating budget of the regional library cooperative in accordance with regulations

d. approve the designation of regional contract libraries and all valid contracts of the regional library cooperative entered into on behalf of the library region

e. carry out any other duties that may be necessary and promulgated by regulation.

12. Executive Board.

The executive board of a regional library cooperative shall be composed of nine voting members as follows:

a. five representatives of member libraries elected by the regional library council in accordance with regulations, and representing:

(1) a public library

(2) a school library

(3) an academic library

(4) an institutional library

(5) a special library, and

b. two representatives at large elected by the regional library council, and

c. two lay representatives appointed by the State Librarian, each of whom is a legal resident of any municipality within the library region.

Additional non-voting members of the executive board may be elected by the regional library council, however no board shall have more than fifteen (15) voting and non-voting members during any term of the board.

Each member of the executive board shall serve for a term of no more than five years pursuant to regulations promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History.

12A. Duties of the Executive Board.

The duties of the executive board as prescribed in the by-laws of the regional library cooperative shall include:

a. hiring a regional library coordinator, with additional staff positions approved by the State Librarian

b. proposing the five-year plan for library network development and annual operating budget for approval by a simple majority of the regional library council and by the State Librarian

c. receiving and disbursing state aid and other income as prescribed by regulation

d. designating not less than two and no more than seven regional contract libraries which shall represent at least two types of libraries as defined in Section 2 of this act upon approval by simple majority of the regional library council

e. proposing other service-related contracts with other libraries and library-related agencies outside the library region, with commercial vendors of library-related services, or with individuals, upon approval by simple majority of the regional library council

f. proposing service-related contracts with any other designated regional library cooperative upon approval by simple majority of the regional library council

g. reporting regularly to the regional library council and to the State Librarian as prescribed by regulation

h. submitting annual reports and financial audits to the State Librarian as prescribed by regulation, and

i. carrying out any other duties as may be necessary and promulgated by regulation of the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History.

13. Regional Library Coordinator.

The regional library coordinator hired by the executive board of the regional library cooperative shall be certified as a professional librarian by the State Department of Education; shall serve under the unclassified service of the State Civil Service; and his or her appointment shall be subject to approval by the State Librarian. The duties of the regional library coordinator shall include:

a. attending meetings of the executive board and of the regional library council

b. drafting the five-year plan for library network development and annual operating budgets for executive board review and regional library council approval

c. proposing all service-related contracts for executive board review and regional library council approval in accordance with Section 12 A of this act

d. conducting needs assessments and measurements of quality and cost effectiveness of regional network services according to guidelines that may be provided by the State Library

e. supervising any regional library staff and the activities and programs of his or her office

f. reporting regularly to the executive board and to the regional library council, and communicating with member and non-member libraries and library-related agencies concerning the programs and services of the regional library cooperative in accordance with the by-laws of the cooperative, and

g. carrying out any other duties as may be necessary and promulgated by regulation of the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History.

14. Responsibilities and Services of a Regional Library Cooperative.

a. Within one year following incorporation as a regional library cooperative and receipt of an establishment grant in accordance with Section 9 of this act, the cooperative shall submit for approval by the State Librarian a five-year plan for library network development and annual operating budget in support of the plan.

b. The goals, objectives, programs and activities specified in the five-year plan for library network development shall provide that:

(1) all contract services meet applicable federal and State regulations that may exist or be adopted

(2) the terms and conditions of all services contracts with regional contract libraries, other libraries, other regional library cooperatives, library-related agencies, commercial vendors of library services and individuals, be part of, and made consistent with, the goals, objectives, programs and activities of the plan

(3) all contract services be provided to member libraries, library-related agencies and residents of the library region in accordance with the plan

(4) certain libraries, formerly providing network services pursuant to NJSA 18A: 74(2), (4) and (5), be offered regional contracts for services in accordance with subsection 2(h) of this act

(5) the annual operating budget underwrite the costs of, and be part of, the five-year plan for library network development in a manner prescribed by regulation promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History

c. In order to provide to every resident of New Jersey full and equal access to the collective library resources of the State in accordance with Section 1 of this act, a regional library cooperative shall include as part of its five-year plan for library network development, underwrite in its annual operating budget, and assure provision of, the following professional and support services:

(1) reference services, including interlibrary reference and referral services, to residents of the library region

(2) interlibrary loan services on behalf of residents of the library region

(3) delivery services for library materials, and

(4) citation and location services for library materials.

All of these services shall be defined and shall be provided by a regional library cooperative through its member libraries and library-related agencies to residents of the library region in a manner prescribed by regulation promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History, and funded in accordance with Section 18 of this act.

In addition, the following professional and support services may be provided by a regional library cooperative under the provisions of this act or under any other statute concerning libraries in New Jersey, and funded in accordance with Section 18 of this act:

(1) shared staff expertise and consultant services

(2) cooperative acquisition of library materials and subject specialization programs

(3) public relations services

(4) access to computerized literature citation and information data bases

(5) staff development and in-service training programs

(6) cooperative storage of library materials and last copy protection programs

(7) preservation of library materials programs

(8) centralized ordering, cataloging, and/or processing of library materials

(9) or any other service that may become necessary or desirable for the purposes of this act.

(d) The five-year plan for library network development shall be amended on an annual basis to reflect any change in policy approved by the regional library council and to provide for a new operating budget in accordance with subsections 14(b) and 14(c) of this act.

In addition, such amended five-year plan for library network development shall be submitted to the State Librarian for review and approval ninety (90) days prior to the expiration date of the last approved plan in accordance with subsections 14(b) and 14(c) of this act.

All five-year plans for library network development written and amended under this act shall be a matter of public record.

15. Local Library Cooperatives.

a. Any group of public, school, academic, institutional, or special libraries or library-related agencies, or any combination thereof may organize as a non-profit organization pursuant to NJSA 15: 1-1, 15: 6-1 et seq., and apply for designation by the State Librarian as a local library cooperative for the provision of cooperative or reciprocal library services among themselves on behalf of their collective library patrons

b. A local library cooperative shall organize, adopt by-laws, develop a plan for services, receive funds, conduct business in accordance with regulations promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History, and shall be administered by a board of representatives from among its member libraries

c. Upon approval by the State Librarian of a plan for contractual services of a local library cooperative, the Commissioner of Education, with the approval of the State Board of Education, shall allocate such sums as are necessary to establish such a local cooperative, or to carry out the approved plan for contractual services of an already established local library cooperative; providing, howerver, that such sums shall not be less than two thousand five hundred dollars ($2,500).

16. Services of State Contract Libraries.

a. In order to further promote Section 1 of this act and to coordinate and improve the services of all regional library cooperatives that may be designated under this act, the State Librarian may enter into statewide contracts for library service with any library or library-related agency defined in accordance with subsection 2(k)

b. The state Board of Education, with the advice of the Advisory Council of the Division of the State Library, Archives and History, may promulgate any regulations that may be necessary to administer the services of state contract libraries upon its own initiative or in accordance with Section 17 of this act.

17. Library Network Review Board.

a. A library network review board is hereby established to advise the State Librarian with respect to:

(1) the designation of state contract libraries

(2) the terms and conditions of any statewide service contracts with such libraries

(3) necessary or desirable inter-regional programs or services

(4) proposed standards for interlibrary services, including personnel qualifications

(5) possible inter-regional reimbursement formulas for reciprocal borrowing and other cooperative programs

(6) types of interaction and linkage of the New Jersey library network with interstate and national library networks.

b. The library network review board shall be composed of:

(1) two elected representatives from the membership of each regional library council

(2) five appointees of the State Librarian chosen on the basis of broad expertise and representation of library users and minority interests.

Initially, the two representatives from each regional library co-operative shall be elected: one for a term of one year, and one for a term of two years. Thereafter, terms shall be for a period of three years, but no appointee may serve more than two consecutive terms.

c. The library network review board shall frame and modify by-laws for its own government, elect its chairman and other officers, and provide for dismissal from the board of any member absenting him/herself from three consecutive meetings of the board upon notice and opportunity to be heard.

18. Authorization of State Funds for the New Jersey Library Network.

There are hereby authorized to the Department of Education such sums as are necessary to provide for the purposes and provisions of this act in each State fiscal year.

19. Allocation of Funds.

The State Librarian shall allocate and administer by regulation promulgated by the State Board of Education with the advice of the Advisory Council of the Division of the State Library, Archives and History, all sums appropriated or otherwise made available for the purposes of this act; providing that:

a. all funding allocations except as noted in subsection 19(b) made to each executive board of every regional library cooperative designated by the State Librarian shall be made upon the basis of:

(1) population of the library region

(2) geographical area of the library region in square miles, and

(3) any other criteria that may be necessary or desirable to achieve an equitable distribution of funds among the several library regions.

b. for one calendar year from the effective date of this act, sufficient funds shall be reserved from the total appropriation for this act for certain libraries defined in subsection 14(b-4) to provide for regional or statewide contracts for services. Each of these libraries shall receive by contract an amount of monies not less than the amount each library received in the fiscal year prior to the effective date of this act; except that any library defined in subsection 14(b-4) and choosing not to contract for services as a regional contract or state contract library shall receive no more than seventy-five (75) percent of the monies it received in the fiscal year prior to the effective date of this act.

c. except as noted in subsection 19(b), no less than forty (40) percent of all funds made available for the purposes of this act shall be allocated in the annual operating budget of a regional library cooperative and expended as necessary in order to reimburse regional contract libraries for services to residents of the library region as defined in subsection 14(c-1) and (c-2).

d. in allocating and expending funds in accordance with subsection 15(c), the Commissioner of Education shall reserve sufficient monies for the purposes of this subsection.

20. If any section, or subsection or clause of this act shall be held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this act.

21. All acts and parts of acts and regulations or supplements thereto that are inconsistent with this act are hereby superseded.

22. This act shall take effect on January 1, 1981, except that any appointment, any confirmation of any appointment, and any action permitted and required by this act and necessary to implement this act as of such date may be made or undertaken by the State Librarian prior to such date.

2. County Libraries

The State Library held information meetings with librarians, trustees, and some municipal and county officials in the eight counties most likely to be affected by Recommendation No. 16C of the Musto Commission report.

Although a number of the participants in the meetings indicated that they would personally oppose adoption of the Recommendation in their own counties, they realized that Recommendation 16 would benefit and may be adopted in some counties. The consensus was that there would be no opposition to state legislation incorporating the optional provisions of Recommendation 16, although the following provisions are recommended:

1. Necessary costs to underwrite the work of a Study Commission should be provided by the counties initiating such studies.

2. The Study Commission should be composed primarily of lay citizens representing exempt and member municipalities, but could also include some librarians and trustees.

3. Petition for the study should be by 10% of the registered voters of the county.

4. The referendum may be held at a general or special election. The eligible voters should be limited to residents of member municipalities if an option applying only to member municipalities is recommended. Otherwise all residents of the county should be eligible to vote.

5. Option B, the service contract option, should permit the county library to offer service contracts to all libraries in the country.

6. The provision to hold harmless local appropriations under 16C should specify the average of the appropriations of the three previous years, plus the continuation of in-kind benefits provided by the municipality (or their cash value for the same period).

7. The appropriation to the county library in the first year under 16C should be no greater than that of the year previous.

8. The State Library should make available certain funds to county libraries during the first year under 16C. These funds would be used to offset additional costs to provide services to all residents in the county. Since the county library budget under 16C will be no greater than the previous year's budget, this assistance is necessary. In order to insure that sufficient assistance is available, the funds would be derived as follows:

   a. One-half of the necessary funds would be reserved from discretionary monies available to the State Library.

   b. One-half of the necessary funds would be based upon the anticipated increase in per capita aid to the county library in the second year under 16C. The amount of this loan to the county library would be deducted from per capita aid payments to the county

library over a period of years.

c. Whenever the anticipated increase in county library per capita aid is less than one-half the amount necessary, the State Library should provide the difference from discretionary funds.

This assistance program should only be available during the first year of operation under 16C. The sharing of the burden is necessary in order to conserve overall funds.

9. For counties adopting 16C, exemption from caps should be permitted for exempt municipalities during the first year, and for the county during the second year.

10. The State Library (State Board of Education) should be empowered to issue regulations for the administration of this program. Such regulations would include:

a. Process and procedures for the study commission.

b. Definition of service contracts under 16B and services under 16C.

c. Definition of "branch" under 16A.

d. Criteria for the demonstration of financial need by a county library.

e. Definition of "member" and "exempt" (or non-member).

f. Time period for repeating referendum for those counties adopting 16C.

11. In addition, for counties adopting 16C, the State Library Aid Law should be revised to: a. permit municipalities to earn State aid based on the expenditure of funds received from the 40% residual pool plus the expenditure from local funds, and b. permit the county library to earn State aid based on the expenditure of funds from the 1/15 of a mill and 60% of the residual pool computed as millage rate on the total equalized valuation of the county. The total population of the county should be used to compute the State aid payment.

3. Public Libraries

The following recommendations are keyed to various proposals contained in the report of the County and Municipal Government Study Commission (Musto Commission) and follow three general principles:

1. Improving local library collections so that readers can get needed materials easily.

2. Adding to total state library resources so that the networks have something to share.

3. Assuring that state funds are spent for maximum effect.

Four Musto Commission recommendations would require new funding sources. (Item numbers refer to the Musto Report.)

#5. New capitation rate of $1.50 for expenditure of 3/5 mill, and mechanism for future increases.

In 1979, 80 public libraries would have qualified for this rate. Another 40 libraries expended 1/2 mill and therefore might qualify in the near future.
Funds needed for Year 1:
$750,000.00
Funds needed by end of Year 3:
$1,050,000.00

Adoption of this item is recommended.

#6. State Aid for municipal library branch operation.

It is recommended that a study be conducted by the State Library to investigate the needs and costs of public library branch operations before any legislation is proposed.

#7. Collection development funds for public libraries.

Adoption of the item is recommended with the following substitute wording:

> "A new program of state library aid should be established to promote the assessment and development of public library collections of materials. The objectives of this new aid program would be to: (1) provide a uniform method for evaluation of local library materials, (2) underwrite the cost of the evaluation process and (3) make state aid specifically available to help purchase materials needed for adequate local library service. This program for resource development should be optional. All public libraries would be eligible to apply.
>
> Initial application would be for participation in the program, which would include funding to conduct the evaluation of services, materials and community needs. The evaluation would be carried out according to the method established by the State Library. At the completion of the evaluation, the library would submit to the State Library a proposal for the funding of a resource development program based on the results of the evaluation. This program could take up to three years for completion. The State Library could request such

information as it requires to administer the program and assess statewide public library resource needs. Any distribution of aid under this program should save harmless the amount of per capita aid distributed in the previous state fiscal year. This program should be made renewable after a period of years.

Grants to individual libraries would provide at least 75% of the funds needed to carry out the identified needs.

To be eligible for this program a library must meet the per capita State Aid regulations.

The expenditure for library materials during each of the years of the grant must equal or exceed the average local expenditures for library materials during the three years preceding the receipt of the grant."

The intent of this program is to add at least 100,000 items each year to the total public library holdings throughout the state. To be eligible for a grant, a public library must meet the following conditions:

1. Conduct a needs assessment. (Cost of this part of the project would be reimbursed upon receipt of a grant in the amount of 10% of the first year's award, up to $1,000.00, whichever is less.)

2. Be willing to engage in resource sharing.

3. Meet all State Aid standards.

4. Maintain local effort as above.

Priority would be given to municipalities with the lowest per capita valuation (based on equalized valuation).

The amount of money needed to carry out this program is to be calculated on the basis of figures used for state aid reports, i.e.,

$$\frac{\text{annual total \$ for items purchased}}{\text{total \# of items purchased}} \times 100{,}000.$$

Grants would range from a minimum of $5,000.00 to a maximum of $25,000.00 for each year in the program.

Funds needed for year 1 (based on 1979 costs): $750,000.00

Amounts for subsequent years would be dependent upon costs of materials and the number of participating libraries.

#8. Preservation of valuable or historical collections in certain libraries.

The objective of this program is to promote the preservation of materials of statewide interest. Upon identifying such collections, the State Library should make available aid monies on a continuing basis to define and maintain such materials. No less than 75% of such aid should be reserved for county and municipal libraries and their communities. Distri-

bution of aid in this program should save harmless the amount of per capita aid received by the libraries in the previous year.

Libraries receiving such aid would be required to:

1. Maintain these collections in accordance with regulations set by the State Library in regard to cataloging, storing and preserving of materials.

2. Provide listings of special collections for use by the statewide network.

3. Provide a matching sum for grants received (on a 50/50 basis).

Funds needed annually: $250,000.00

We recommend adoption of this item.

A second group of five recommendations would require changes in statutes. They are as follows:

#2. Increase the authorized level of aid to public libraries.

Since proposals of this and other Task Forces will require additional sums of State Aid, we recommend adoption of this item.

#3. Use of equalized valuation as a basis for municipal library appropriation.

We recommend adoption of this item, and further recommend that the statute (N.J.R.S. 40:54-8) be changed to read:

> "...The governing body or appropriate board of every municipality governed by this article shall annually appropriate, raise by taxation and expend a sum equal to one third of a mill on every dollar of equalized property valuation within such municipality... Such additional sum as in the judgement of such body or board is necessary for the proper maintenance of a free public library may be appropriated and raised by taxation and expended annually."

With this change, forty seven municipal libraries (based on 1979 figures) would be required to raise an additional $471,000.00 for library support.

#10. Responsibility for public libraries' financial records.

The second draft of the Musto Report changed the wording of the first sentence to read: "The chief financial officer of each municipality and county maintaining a free public library according to Statute should receive quarterly reports of all records of local library appropriations, other public revenues, State aids, expenditures and year-end balances."

We recommend acceptance of this change.

#11 Reference to the mayor or other chief executive officer should be clarified in statutes governing municipal libraries.

Adoption of this item is recommended.

#13. Statutes to be redrafted for technical amendments and clarity.

Adoption of this item is recommended.

One recommendation requires a change in regulations:

#18. Denial of state per capita aid to libraries failing to meet standards for three consecutive years.

Adoption of this item is recommended.

Recommendation #4 requires no action on the part of the State Library, but is a matter addressed to the Legislature when considering appropriations: It calls for provision of per capita aid at the level authorized by statute, and considering such a level as the minimum amount necessary to promote the goal of equal access to library services in the state. However, it is not recommended that per capita state aid be a separate line in the State Library's budget. It is felt this could jeopardize other, equally important elements of the aid package.

4. Regional Film Centers

The five Regional Film Centers have been loaning 16mm films to citizens and libraries since 1973/74, and have been supported during this period by Federal Library Services and Construction Act funds administered by the State Library. The Centers have provided well received services in an efficient and effective manner (750,000 films circulated, average cost per circulation $4.17, estimated cost per viewer .08¢). Average annual LSCA grant to each film center was approximately $115,000 with at least half of the funds being dedicated to the purchase of 16mm films.

It is recommended that the State accept its responsibility for the support of the five Regional Film Centers. Such sums as are required to support this statewide service should be made available from a separate State library aid program administrered by an annual contract with the State Library.

5. Statewide Reciprocal Borrowing Program

A statewide reciprocal borrowing program among eligible libraries is proposed. Goal of the program is:

> to provide equal opportunity for direct access by all citizens to the resources available in the libraries of the State of New Jersey.

Participation would be voluntary by libraries meeting minimum standards related to state aid standards.

All New Jersey residents may borrow materials and use services of participating libraries under the following bases:

a. Persons who are residents of municipalities whose public libraries are participating.

b. Residents of a municipality served by a non-participating library who choose to purchase a statewide library card from a participating library, at a sum approximating the average per-residence property tax cost of library service statewide. A participating library may choose to give free cards to persons who are employed in the municipality, with the understanding that those persons would then be considered as residents and the library would not then be eligible for reimbursement for loans to those persons.

c. Persons who are residents of a municipality without a municipal library, if the municipality contracts with a participating library for statewide service on behalf of its residents.

An additionally appropriated sum to the state per-capita aid statute would be used to reimburse "net-plus" lending libraries according to a formula which would provide for optimum funding stability from year to year on a statewide basis.

Rules and regulations governing the statewide program would be kept uniform and simple. The general rule would be that all library materials loaned by a library to its own patrons would be available for loan to certified non-resident borrowers except 16mm films, works of art, audio-visual equipment, and realia. Other services, chiefly reserves and interlibrary loans, would also be available to non-residents on the same basis as to residents. Materials would be loaned to non-residents under the same conditions and restrictions as to residents. Materials could be returned to any participating library. Fines for overdue materials would be collected by the library to which the materials were returned, in accordance with its own policies. Fines would be retained by the library collecting them. A statewide contract between the State Library and a commercial collection agency would assist libraries in retrieving unreturned materials. Materials returned to a participating library would be forwarded to the owning library by regional or statewide delivery service.